



Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state wrecking license). **The licensing requirements for a reciprocal Licensed Wrecking Contractor within the Consolidated City of Indianapolis are:**

1. The following number of years of practical work experience
  - Wrecking License A** - unlimited: **Six (6) years.**
  - Wrecking License C** - wreck wood-frame and solid masonry structures not exceeding three (3) stories or fifty (50) feet in height, whichever is less: **Two (2) years**
2. A current license from another area that requires testing of the appropriate standard Block test.
  - Wrecking License A – Demolition
  - Wrecking License C – Demolition Class “C”
3. Attaining minimum scores of 75.0% on the Demolition “A” licenses and 65% on the Demolition Class “C” licenses on the appropriate Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC and Block & Associates) Exam
4. Approval of the Board
5. Filing of application(s), fee(s), surety bond, proof of general liability insurance and workman’s compensation coverage

The process:

- a. The application packet must be submitted in time for a scheduled meeting of the Board of Wrecking Examiners. The Board has until the following meeting to review the application packet. The applicant does **not** have to be present to submit the packet.
- b. The applicant appears at the following Board of Wrecking Examiners meeting. At that time, the Board will interview the applicant and move on the request for a reciprocal license.

**The applicant must submit the following for the Board meeting at least (10) business days before the Board meeting:**

1. Reciprocal License Application
2. **AN ORIGINAL LETTER** from the City or State sponsoring the exam, on letterhead and signed by a local building official. The letter should state that it was a Block test, the exam type, exam date, exam score, the passing grade required for the jurisdiction, and the current status of the license. **NO COPIES.**
3. **AN ORIGINAL GRADE VERIFICATION AND EQUIVALENCY LETTER** from Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC and Block & Associates) stating that the exam taken is equivalent to the City of Indianapolis’ exam. Prometric’s phone number is 1-800-280-3926.
4. Resume with work experience
5. Four (4) letters of reference from employers or customers stating the type of work performed and dates of employment
  - a. Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).

- b. The letters should be from employers or, if the applicant has been independently employed outside the county, the letters may be from clients who have utilized the applicant's services. (Not more than one letter from the same employer or client.)
- 6. A time line of wrecking projects, including date(s) wrecked, project name if applicable, addresses (city and state), square footage, height of structure, type of structure)

**Sufficient documentation must be submitted citing the actual time spent in the demolition field.**

- 7. Copies of current licenses, technical certificates from university or trade school courses and union cards, if applicable
- 8. Photocopy of his/her driver's license

*It is required by the City Ordinance that the above seven (8) items must be submitted to the Board of Wrecking Examiners for an applicant to be considered for a reciprocal license.*

- c. The applicant appears for an interview at the following Board of Wrecking Examiners meeting. At that time, the Board will move on the request to take the reciprocal license.
- d. If approved, the applicant attends the Orientation.
- e. The applicant may immediately apply for the license(s), submitting proof of surety bond, general liability insurance, and workman's compensation coverage with fee(s) and application(s) for the license(s) to the Licensing Section. Or the applicant may submit the required licensing information at a later date. The applicant is not licensed until this paperwork and fee(s) are filed. Go to:  
<http://www.indy.gov/eGov/City/CodeEnforcement/Licenses/ContractorLicenses/Pages/wrecking.aspx>, and print the Craft License Application(s): Electrical, Heating & Cooling, and Wrecking - Corporation, Partnership or LLC and/or Electrical, Heating & Cooling, and Wrecking - Sole Proprietor or Individual. The specific requirements are included in the applications.

The Board of Wrecking Examiners meets the fourth Tuesday of each month at 1:00 p.m.

Deadline for submittal of exam packet: \_\_\_\_\_ Meeting date: \_\_\_\_\_  
Mail exam packet to: 12:45 p.m.  
Board of Wrecking Examiners 1200 Madison Avenue  
1200 Madison Avenue, Suite 100  
Indianapolis, Indiana 46225

JANUARY 10, 2011	JANUARY 25, 2011
FEBRUARY 7, 2011	FEBRUARY 22, 2011
MARCH 7, 2011	MARCH 22, 2011
APRIL 11, 2011	APRIL 26, 2011
MAY 9, 2011	MAY 24, 2011
JUNE 13, 2011	JUNE 28, 2011
JULY 11, 2011	JULY 26, 2011
AUGUST 8, 2011	AUGUST 23, 2011
SEPTEMBER 12, 2011	SEPTEMBER 27, 2011
OCTOBER 10, 2011	OCTOBER 25, 2011
NOVEMBER 7, 2011	NOVEMBER 22, 2011
DECEMBER 12, 2011	DECEMBER 27, 2011

## RECIPROCAL WRECKING

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Licensure as a wrecking contractor of the appropriate type is required to either engage or offer to engage in the business, trade or calling of demolishing, dismantling, dismembering, razing, or removing structures; provided, however, that licensure as a wrecking contractor is not required (Sec. 875-401 of the Revised Code of the Consolidated City of Indianapolis and County for specifics or phone (317) 327-8700):

- a. A residential (one- or two-family), one-story wood frame detached accessory structure (garage, shed) that is less than 577 square feet of floor area, and on the same premises as a residential structure.
- b. A structure containing less than 500 square feet of floor area.
- c. A structure requiring specialized expertise or circumstances in dismantling, for example, a water storage tank, gas storage tank, 100 ft tall chimney, etc. Call (317) 327-8700 for more information in this instance.

Wrecking permits are required for the above types of demolition. The wrecking permits may be issued to a wrecking contractor or general contractor in the three instances cited above (a-c).

**WRECKING RECIPROCAL APPLICATION**  
**CONSOLIDATED CITY OF INDIANAPOLIS – DEPARTMENT OF CODE ENFORCEMENT**  
1200 Madison Avenue, Suite 100  
Indianapolis, IN 46225  
(317) 327-8467

NAME \_\_\_\_\_ AGE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE # ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ HOME PHONE # ( ) \_\_\_\_\_

EDUCATIONAL BACKGROUND IN TRADE: \_\_\_\_\_

**EXPERIENCE**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ TOTAL YEARS \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 1.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 2.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**

1. CHECK ONE:       WRECKING "A" (UNRESTRICTED)  
                          WRECKING "C" STRUCTURES UP TO 50 FT OR 3 STORIES, WHICH EVER IS LESS

2. NAME FOUR PEOPLE WHO ARE FAMILIAR WITH YOUR WORK.  
(SUBMIT WITH AT LEAST 3 LETTERS OF REFERENCE PERTAINING TO DEMOLITION EXPERIENCE):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? \_\_\_\_\_

\_\_\_\_\_

4. JURISDICTION SPONSORING THOMSON PROMETRIC (FORMERLY EXPERIOR ASSESSMENTS LLC,  
BLOCK & ASSOCIATES) EXAM:

\_\_\_\_\_ DATE of EXAM: \_\_\_\_\_

5. WHAT HEAVY EQUIPMENT HAVE YOU OPERATED? \_\_\_\_\_

\_\_\_\_\_

6. SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION BELOW TO BE COMPLETED BY BOARD OF WRECKING EXAMINERS

APPLICATION APPROVED: \_\_\_\_\_ YES \_\_\_\_\_ NO      DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

## **2010 BOARD OF WRECKING EXAMINERS POLICIES**

1. Passing score for the 2009 Demolition test is 75.0% for “A” licenses and 65.0% for Demolition Class “C” licenses. Applicants approved by the Board may take the license exam two times. A one-year waiting period will be required if the applicant does not pass the second examination.
2. The appropriate application must be completed and submitted to the Board.
3. The minimum number of years experience after reaching the age of 17 years old as required by the Code of Indianapolis-Marion County for a wrecking license are as follows:  
    “A” license – 6 years  
    “C” license – 2 years
4. Four (4) current letters of reference must be submitted with the application.
5. The purpose of at least three letters of reference is to verify that the applicant has the required number of years of experience and that the experience encompasses the various aspects of the work allowed under the requested license.
  - a. Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).
  - b. The letters should be from employers or, if the applicant has been independently employed outside the county, the letters may be from clients who have utilized the applicant’s services. (Not more than one letter from the same employer or client.)
  - c. The fourth may be a personal character reference letter.
6. The Board may waive any provision of these “Procedures” by unanimous vote of the attending Board members at its meeting.
7. Any applicant applying for approval to take an examination or a reciprocal license must submit the application at one Board meeting with no action taken until the next Board meeting. The applicant does not have to appear before the Board for the submittal of the application, but the applicant does have to appear before the Board for approval of the reciprocal license or to take the exam.
8. The applicant must appear in person before the Board for approval to take the exam. The applicant will be notified when to appear.

9. An Applicant may retest one time within a six (6) month period after the date of the first test without reappearing before the Board, if he scores between 70% to 74% for Demolition "A" license and 60% to 64% for Demolition Class "C" license.
10. If the applicant scores less than 70% for Demolition "A" license and 60% for Demolition Class "C", the applicant must reappear before the Board and give evidence he has improved in areas of weakness before the applicant may retest. (This situation will be allowed for one time.)
11. After applicant's second failure, the applicant cannot retest for a period of one (1) year. At that time, the applicant must reappear before the Board and provide documentation that the applicant has improved in areas of weakness or show evidence of additional work experience or schooling.
12. Selling a license or lack of supervision will not be tolerated.

## **Board of Wrecking Examiners Probation Policies**

1. The following are the Guidelines for Wrecking License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period. Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Proper supervision for any project where a permit is required and/or has been issued to The License Holder will be required.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
  - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary to determine action to be taken regarding The License Holder.
  - b. The Board may require immediate license revocation and other action as needed in the event that life and/or property are in danger.
6. There shall be a minimum probation period of a two-year sentence after formal review of the case and voting by the Wrecking Board.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.